

Lisa Yoga for All - Student GDPR & Privacy Notice

Last updated: September 2026

I respect your privacy and take the security of your personal information seriously. This notice explains what information I collect, why I need it, how I use and protect it, how long I keep it, and your rights over your information.

1. Who I am

I am Lisa Di Giuseppe, a self-employed yoga teacher trading as Lisa Yoga for All.

I am registered with the Information Commissioner's Office (ICO) under registration number 00014449471.

Under UK data protection law, I am the data controller. This means I am responsible for deciding how and why your personal information is collected and used.

If you have any questions about how I handle your information, please contact me:

Email: lisayogaforall@gmail.com

2. What information I collect

Depending on how you interact with me, I may collect:

Contact information

- Your name
- Email address
- Telephone or mobile number
- Postal address, where needed

Emergency contact information

- Name of your nominated emergency contact
- Their relationship to you
- Their telephone number

Health information

- Information you choose to provide about health conditions, injuries, previous operations, physical limitations, medication or anything else that may be relevant to your yoga practice.

Health information is special category personal data under UK data protection law and receives additional protection.

Providing health information is optional.

Booking and payment information

- Classes, courses and workshops you book
- Attendance and booking information
- Payment and refund information

Payments via Bookwhen are processed through Stripe and in person payments through Paypal. I do not normally see or store your full payment card details. Limited information, such as the last four digits of your card, may be visible to me where necessary to identify a transaction or process a refund.

3. How I collect your information

I may collect information directly from you when you:

- complete a Student Registration Form;
- book a class, course or workshop through Bookwhen;
- contact me through my website;
- contact me by email, telephone or text;
- speak to me about your yoga practice or circumstances;
- provide information during or after a class;

I may also receive limited information from services I use to operate my business, such as Bookwhen, Constant Contact and Stripe.

4. Why I use your information

I use your information only where I have a legitimate reason to do so, including to:

- manage your class, course or workshop bookings;
- contact you about your booking;
- let you know if a class has to be cancelled, changed or rearranged;
- respond to enquiries;
- organise and administer my yoga classes and workshops;
- understand relevant health information so that, where possible, I can offer appropriate options or modifications;
- process payments and refunds;
- maintain appropriate business and financial records;

- meet legal, accounting, insurance and professional requirements;
- contact your nominated emergency contact if you become seriously unwell or injured during a class; and
- provide relevant information to emergency services where necessary.

I only ask for information that I reasonably need for these purposes.

5. Health information is optional

You do not have to provide health information in order to attend my classes.

However, knowing about relevant health conditions, injuries, operations, physical limitations or medication can help me understand your circumstances and, where possible, offer appropriate alternatives and modifications during your yoga practice.

If you choose not to disclose health information, or do not tell me about a condition or injury, I will not be able to take it into account when teaching you.

You are responsible for deciding what information you wish to share and for seeking appropriate medical or professional advice where necessary.

Please let me know if your circumstances change.

Health information will not be used for marketing purposes and will not be shared with other students.

Where I rely on your consent to process health information, you can withdraw that consent. Withdrawing consent does not affect processing that I am otherwise lawfully entitled or required to carry out.

6. Newsletters and marketing

If you would like to hear about new and existing yoga classes, courses, workshops and events, you can choose to join my mailing list.

This may be verbal or written consent or when you select the yes option on the Student Registration Form.

I use Constant Contact to send newsletters and marketing emails and Outlook when responding to enquiries.

You can unsubscribe from marketing emails at any time. Unsubscribing will not affect your ability to attend or book my yoga classes.

7. My lawful bases for using your information

UK data protection law requires me to have a lawful basis for processing personal information. Depending on the circumstances, these may include:

- Legal obligation – where I am required by law to keep or process certain information, for example for accounting or tax purposes.
- Legitimate interests – where processing is reasonably necessary to run and administer my yoga business, provided this does not unfairly override your rights.
- Consent – where you have actively chosen to provide information or receive marketing communications and I am relying on your consent.
- Vital interests – where information needs to be shared in an emergency to help protect someone's life or prevent serious harm.

Health information is special category data and requires an additional legal condition for processing. Where you voluntarily provide health information for me to consider when teaching you, I may rely on your explicit consent to process it for that purpose.

8. Where your information is stored

I use a combination of paper and electronic systems to run my business.

These currently include:

Paper records

Student Registration Forms are stored securely in a locked cupboard.

iPhone

Limited contact information, emergency contact information and relevant basic health information may be stored on my phone where necessary. My iPhone is protected by passcode and facial recognition.

Bookwhen

I use Bookwhen to manage class, course and workshop bookings.

Stripe and Paypal

I use Stripe and Paypal to process payments and refunds.

Constant Contact

I use Constant Contact to manage my mailing list and send newsletters.

Microsoft Outlook

I use Outlook for email and business communications.

Website

My website may collect information that you choose to submit, for example when you contact me.

Zoom

I use Zoom to deliver some yoga classes online. Information necessary to organise and provide an online class may therefore be processed through Zoom.

These organisations may process personal information on my behalf and have their own privacy and security arrangements.

9. Who can access your information?

I am the main person who has access to your personal information.

I may provide limited information to trusted service providers where this is necessary to provide my services or operate my business, including Bookwhen, Stripe, Paypal, Clearbooks, Constant Contact, Microsoft, Zoom and my website providers.

I do not sell your personal information.

I will not give your contact details to another student unless you have specifically asked me to do so or given me permission.

When sending group emails, I use BCC or an appropriate mailing-list service so that recipients cannot normally see one another's email addresses.

10. Emergency situations

If you become seriously unwell or injured during a class, I may contact the emergency contact you have nominated.

For online Zoom classes, I ask for your postal address because, if you become seriously unwell or injured while participating, I may need to tell the emergency services where you are.

I may share relevant information about your health and circumstances with your emergency contact and/or emergency services where this is necessary.

Only information that is reasonably necessary for dealing with the situation will be shared.

11. Keeping your information safe

I take reasonable and appropriate steps to protect your personal information from loss, theft, accidental disclosure, unauthorised access or misuse.

These measures include:

- keeping paper records in a locked cupboard;
- restricting access to personal information;
- using passwords and passcodes on electronic devices;
- using facial recognition and device security on my iPhone and laptop;
- keeping devices and software appropriately updated;
- using reputable service providers;

- using BCC or appropriate mailing-list systems for group communications; and
- securely destroying or deleting information when it is no longer required.

12. How long I keep your information

I do not keep your personal information indefinitely.

I retain information only for as long as I reasonably need it, taking account of the purpose for which it was collected and any legal, accounting, insurance or professional requirements.

My usual retention periods are:

<u>Type of information</u>	<u>Usual retention period</u>
Current student information	While you are an active student and for as long afterwards as reasonably required
Former student records	Normally up to 7 years where required for insurance or legal purposes
Health information	Reviewed periodically and securely deleted when no longer reasonably necessary, subject to any legal or insurance requirements
Financial and payment records	Normally 6 years where required for HMRC and accounting purposes
Website enquiries where you do not become a student	Normally up to 12 months from last contact
Marketing information	Until you unsubscribe or it is otherwise appropriate to remove it
Booking and attendance information	For as long as reasonably required for administration, accounting and insurance purposes
Emergency contact information	While reasonably required for your participation and any relevant insurance or legal purposes

Different types of information may therefore be retained for different periods.

Where information is no longer required, paper records will be securely shredded or otherwise destroyed, and electronic information will be securely deleted where reasonably practicable.

13. International processing

Some of the third-party services I use may process or store information outside the UK.

Where this happens, appropriate safeguards are required under applicable UK data protection law.

The individual service providers have their own privacy information explaining how they handle personal data. You can also contact me if you would like further information about the services I use.

14. Your rights

Under UK data protection law, you have rights concerning the personal information I hold about you.

Depending on the circumstances, these include the right to:

- be informed about how your information is used;
- access the personal information I hold about you;
- correct inaccurate or incomplete information;
- request deletion of your information in certain circumstances;
- request restriction of how I use your information in certain circumstances;
- object to certain types of processing;
- withdraw consent where I am relying on your consent; and
- unsubscribe from marketing communications at any time.

Some rights are subject to legal exceptions. For example, I may need to retain certain information for legal, accounting or insurance purposes even if you ask me to delete it.

If you would like to exercise one of your rights, please contact me at:

lisayogaforall@gmail.com

I will respond to a valid request within the period required by UK data protection law.

15. What happens if there is a data breach?

If I become aware that personal information has been lost, stolen, accidentally disclosed or accessed without permission, I will take appropriate steps to contain and assess the situation and deal with it in accordance with UK data protection law.

Where legally required, I will report a serious breach to the Information Commissioner's Office (ICO) and/or notify affected individuals.

16. Confidentiality

I treat the personal information you provide to me as confidential.

There are limited circumstances in which I may need to disclose information without your permission, for example:

- where necessary to protect you or another person from serious harm;
- where there is a safeguarding concern;
- where I am legally required to disclose information; or
- where disclosure is necessary to emergency services in an emergency situation.

Where appropriate and safe to do so, I will discuss this with you first.

17. Complaints

If you have any questions or concerns about how I handle your personal information, please contact me first:

Lisa Di Giuseppe – Lisa Yoga for All

Email: lisayogaforall@gmail.com

I will do my best to resolve your concern.

You also have the right to complain directly to the Information Commissioner's Office (ICO).

ICO website: ico.org.uk

Telephone: 0303 123 1113

18. Keeping this notice up to date

I review this notice periodically and whenever my services, technology, third-party providers or data protection arrangements change.

If I make significant changes that affect how I use your personal information, I will update this notice and, where appropriate, notify you directly.

Last reviewed: September 2026

Lisa Di Giuseppe - Lisa Yoga for All

ICO Registration Number: 00014449471